



**October 19, 2006**

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
VILLA MONTEREY OPEN SPACE PARK**

The City of Scottsdale is accepting Statements of Qualifications from qualified firms for design of a passive/open space park at the former Villa Monterey Golf Course. Generally, this project will produce construction documents for an open space park to be located at the northeast corner of Hayden and Chaparral Roads.

**BACKGROUND**

This open space park at Hayden and Chaparral Roads is scheduled for construction in Fiscal Year 2007-2008 with a projected budget of approximately \$3,000,000. The project will include rehabilitating and improving the former Villa Monterey Golf Course property of approximately 32 acres of land for use as passive park/open space. The scope may include components such as a new multi-use path and connections to existing multi-use path segments, turf areas, a new irrigation system with new pump and enclosure and infilling of some of the existing lakes. The property is located within the Indian Bend Wash flood plain and is zoned OS, Open Space.

**ABBREVIATED SCOPE OF WORK**

This abbreviated scope of work should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest ranked firm.

The selected firm will be required to perform or provide the following services:

1. Compile and evaluate existing information including but not limited to as-builts and utility maps for the project.
2. Perform all necessary field survey work to prepare the preliminary designs, legal descriptions, engineering plans and specifications for the project.
3. Prepare and submit the necessary design of the improvements to the City of Scottsdale Standards, including cost estimates.
4. In cooperation with City Right-of-Way staff, insure that all of the necessary right-of-way easements and other conveyances are prepared or in place.

5. Coordinate the development of the plans with utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
6. Coordinate the development of the plans with other agencies as required, including 404 permitting as needed.
7. Coordinate review and approval of the plans with City of Scottsdale staff.
8. Prepare and submit required documents for Municipal Use Permit, Development Review Board, Parks & Recreation Commission, and Planning Commission approval as needed.
9. Prepare contract documents, special provisions, cost estimate, assist with preparation of bid documents, and assist in bidding of the project, including responding to bidders questions.
10. Attend all meetings related to the project as required by City staff, including but not limited to design meetings, public meetings, Planning Commission, Development Review Board, City Council and Parks & Recreation Commission meetings (frequency to be determined).

## **DELIVERABLES**

The selected firms will be required to perform or provide the following services:

### **Planning and Preliminary Design Phase (30% plans)**

1. The Designer will compile and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project.
2. The Designer will perform all necessary field survey work to prepare the engineering plans and specifications for the projects, which may include but not limited to topographical survey, geotechnical survey, archeological survey, and native plant inventory.
3. The Designer will examine the impacts of the improvements and prepare the preliminary design to confirm the feasibility of the project. The preliminary design will identify critical issues including but not limited to: environmental impacts, right-of-way, traffic control, utilities, native plants and landscaping, pavement replacement, wash crossings, 404 determination and public communication.
4. The Designer will prepare a cost estimate to confirm the project is within the existing budget.
5. The Designer will prepare and submit the required Municipal Use Permit and Development Review Board application, including all required exhibits, plans and reports.

6. Working with city capital projects staff, Parks & Grounds Management staff and Transportation Engineering staff, the Designer will develop functional diagrams with space requirements and options at the park.
7. The Designer will facilitate public meetings with various focus or neighborhood groups to collect public input and understanding. Incorporate their ideas into the final design.
8. The Designer will submit preliminary 30% plans to the City of Scottsdale Capital Project Management for review and approval. The reviewed plans will form the basis of the Design and Construction Document Phase.

Design and Construction Document Phase– (60%, 90%, 100% & final plans)

1. The Designer will review and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project
2. The Designer will prepare all necessary legal descriptions.
3. The Designer will prepare the necessary design and cost estimates for all improvements required for the project elements.
4. The Designer will, in cooperation with City Right-of-Way staff, insure that all of the necessary right-of-way easements and other conveyances are in place.
5. The Designer will coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
6. The Designer will coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Parks & Grounds Management, and Quality Compliance will review all submittals. The Designer will compile all review comments and responses in a written tabular format with each submittal.
7. The Designer will prepare contract documents, special provisions, engineers estimate, assist with the preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
8. The Designer will attend all meetings related to this project as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. Prepare presentation materials as necessary for public meetings and City Council meetings.

**PRE-PROPOSAL MEETING**

A Pre-proposal meeting is scheduled at the City of Scottsdale Stadium Team Store, located at 7408 E. Osborn Road. The conference will be conducted on **Monday, October 30, 2006 at 2:00pm**. It is NOT mandatory that your firm attends the Pre-Proposal Meeting.

## **SUBMITTAL REQUIREMENTS**

Reply to this request with five (5) copies of your response. Limit your submittal to eight (8) 8 ½” x 11” pages (text on one side only). A cover letter will not be considered as one of the eight-page limitation. Submittals that exceed the eight-page limitation will not be considered. Please address the following:

1. List the name of the firm, address, contact person, and phone number.
2. Firm's Capabilities – Briefly describe three similar projects, which your firm has completed in the past five years. Please describe specific experience in the design of community level parks with similar amenities to this project. List the members of each project team and the role played by each member. Please provide references for each project.
3. Project Features – Identify and discuss at least three significant project features, which you perceive will influence the design and implementation of the project outlined above.
4. Project Approach – Incorporating the project features identified in Item 3 above, discuss the various strategies you would employ during the design phase of this project to mitigate anticipated design and construction problems. Describe some constructability issues and measures your firm would recommend for the projects.
5. Project Schedule – Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the project.
6. Local Knowledge – Identify your firm's familiarity with the project elements and the project area. Identify your firm's familiarity with the City of Scottsdale's procedures and issues in order to successfully design these projects.
7. Active Contracts – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). This information will not be rated.

## **EVALUATION CRITERIA**

Evaluation of the submittals will be based on the following:

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|---|---------------|
| * Firm's Capabilities – experience with similar projects                          | (0-25 points) |
| * Project Features – identification of significant design and construction issues | (0-30 points) |
| * Project Approach  | (0-25 points) |
| * Project Schedule  | (0-10 points) |
| * Local Knowledge   | (0-10 points) |

## **SELECTION PROCESS**

Selection of firms who submit proposals for this engineering services contract will be made through an evaluation process based on the written proposals submitted and the above Evaluation Criteria.

## **INDEMNIFICATION & INSURANCE REQUIREMENTS**

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:

<http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>.

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals, the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Engineering Services Contract.

## **INTERVIEW PHASE REQUIREMENTS**

Interviews may be required of the shortlisted teams, but the City of Scottsdale reserves the right to make final selection based solely on the abovementioned evaluation criteria and written proposals.

## **SUBMITTAL TIME AND PLACE**

Responses to this request must be received at the City of Scottsdale's Capital Project Management Division **no later than 4:00 pm on Wednesday November 15, 2006**. The City reserves the right to cancel or modify this Request for Proposal at any time.

Address responses to: Linda J. Butson  
Project Manager  
7447 E. Indian School Rd., Suite 205  
Scottsdale, AZ 85251  
Phone: 480-312-2563  
Email: [lbutson@scottsdaleaz.gov](mailto:lbutson@scottsdaleaz.gov)

## **GENERAL INFORMATION**

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/capitalprojects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications

received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards firms desiring to release information to the public must receive prior written approval from the City.
5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.